

# BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



## Assistant Pastor and Pastor of Worship

Responsible to: Senior Pastor

### *General Job Description*

To lead in Corporate Worship with music that is Christ centered, Gospel empowered, Spirit led, and Biblically sound. To balance Theology (God's thoughts about Himself) and Doxology (our response to His Glory). To inspire and develop a culture of enthusiastic, congregational singing. To manage quality instrumental support of the singing while encouraging as many members as possible to use and develop their skills for the Lord.

### *Skills and Qualifications*

- Must be a committed follower of Christ and His commands
- Must love and know the Word of God
- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills, highly motivated, and detailed oriented
- Must be able to work in MS Office products
- Must be able to meet deadlines and progress without direct supervision
- Must possess the minimum of a four-year degree with a Pastoral or Music Major

### *Responsibilities*

- Select theologically rich, congregational music that is in alignment with the Church's statement of faith and practice
- Plan and document the Order of Service for each church service
- Set rehearsal times, communicate with volunteers, and lead rehearsals to ensure worship services run smoothly
- Direct the choir and orchestra during services, and direct rehearsals or manage rehearsal directors
- Oversee maintaining music folders for choir and orchestra members
- Welcome all qualified members to sing or play an instrument
- Upload and maintain words, weekly, for each service
- Maintain an efficient music library to include having resources easily available for volunteers and participants
- Oversee children's and youths' singing opportunities
- Plan and execute the music for the Men's Retreat, VBS, Resurrection Sunday service, and Christmas services

## Assistant Pastor and Pastor of Worship Job Description (cont.)

- Assist with website maintenance
- Purchase or arrange music appropriate for music team
- Design and create content for posters and other promotional material for the music ministry
- Oversee audio and visual technology (sound reinforcement, lighting, lyric and sermon slide presentation, video camera mixing, broadcasting, broadcast sound and recording, repair and installation of A/V equipment, design A/V systems, and purchase A/V equipment)
- Teach Bible studies or Sunday School as requested
- Pray with members prior to being hospitalized and contact them after procedures are performed
- Make contact via text, email or phone with those visiting the church
- Maintain communication and accountability with Senior Pastor, ministerial staff members, and lay leadership; be accessible to staff 24/7 by cell phone
- Answer to the Executive Pastor for day to day operations and financial concerns

### *Duties and Responsibilities for all Pastors*

- Preach and teach the Bible through careful exegesis of the biblical text and relevant application
- Seek out opportunities to share the gospel and build relationships to make disciples of Christ
- Encourage believers to follow the Lord in believer's baptism and participate in the Lord's Supper
- Equip the saints for the work of the ministry and promote the development of a biblical worldview
- Interview potential church members; use these interviews to build discipleship relationships
- Counsel church members with the truth of God's Word to follow Christ
- Participate in pastoral functions such as, but not limited to, member visits, hospital visits, speaking in academy chapel services, teaching Bible in the Academy
- Inform the Senior Pastor concerning any critical family related issues
- Arrive early to all ministry related meetings, activities, and services to look for visitors and welcome members by name
- Pray for the body of Christ especially during times of hospitalization, recovery or crisis
- Make contact via text, email or phone with church visitors
- Attend all worship services, Sunday school, men's discipleship events, membership meetings etc. unless providentially hindered or on vacation
- Build relationships with this church's missionaries both domestic and overseas
- Set the example in the areas of ethical and moral behavior, personal holiness, and the manifestation of the fruit of the Spirit